**Writing Group Guidelines**

Each student will be assigned a writing group. Each group will be about 3-4 students. Although you will have many opportunities to work with other people in the class, these groups will remain the same for the semester. You will meet in class and occasionally outside of class. How you decide to run your group will be largely up to you, but here are some guidelines/suggestions to help make the time spent in your groups productive and valuable.

1. At any given meeting, everyone in the group should be working on something. Either a beginning draft, a journal entry that they want to develop into an essay, a final draft or near final draft. There should always be some work in process.
2. In each group meeting you will either be sharing and “workshopping” the writing of at least one classmate. You can do this in a variety of ways. You can focus on one student’s writing per meeting, you can spend a certain amount of time on each member, or you can make a schedule. There is a schedule of the days I will give you in class to meet, so each person can sign up for a time where the group will focus on their writing. Often I will sit in or visit these meetings. In your group, you might also be sharing and discussing a reading
3. You need to keep a record of your group meetings. Someone should also keep notes of any comments/suggestions/critiques given to any writer in the group. Choose a person that is in charge of this. Another person should be in charge of meeting agendas and scheduling. Although there are not official roles for each of the group members, all groups should be actively involved in the meetings. I will collect and return the records from time to time.
4. The comments and discussion that you have in your writing group should aid the writer in his/her writing development, but beyond that, looking at the work of others critically should aid the development of those commenting. And all comments, questions and suggestions should be aimed at that end.
5. There might be times when group projects, readings and/or writing workshop needs to go beyond the allotted class time. It is important that students work to accommodate all group members schedules but in the cases where that is impossible, students in attendance should furnish all absent students with written records.

Please direct all questions and issues to me at [Asilia.f@gmail.com](mailto:Asilia.f@gmail.com)